



Rules and Information

February, 2006

**Office of Administration
Division of Facilities Management,
Design and Construction**

Table of Contents	
Introduction	3
Building Access	4
Use of State Property	5
Unlawful Use of Weapons	6
Locks & Keys	6
Smoking	7
Restricted Areas	7
Use of HVAC Systems	8
Energy Management	8
Telecommunications Equipment	9
Obstructions to Free Access	9
Indoor Air Quality	10
Appliances	10
Food	11
Posters - Pictures	12
Bicycles and Vehicles	12
Plants	13
Animals	13
Housekeeping	14
Recycling	14
Personal Items	15
Holiday Decorations	15
Children	16
Trouble Calls	16
Renovations	17
Emergency - Safety Plans	18
Contact Names & Telephone Numbers	19

DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION

Vision Statement

Creating an environment that promotes tenant success.

Mission Statement

To provide a superior workplace environment for state occupants and their visitors and protect the State's investments in property assets. The goal is to provide agencies with the information and resources that will support their development of high-performance workplaces—work places that will meet agencies' business needs and can be readily adapted to changing work practices and strategies.



Introduction



The Division of Facilities Management, Design and Construction works to ensure that employees of the State of Missouri enjoy a clean, safe, efficient and comfortable environment.

Cooperation and open lines of communication between the agency occupying the premises and the Division of Facilities Management, Design and Construction helps to ensure we achieve our mission statement.

To foster and facilitate cooperation and communication, we recommend that the agency designate specific individuals to serve as their Agency Facilities Coordinator in dealing with any questions or problems that may arise concerning the premises.

This handbook sets forth guidelines you will need as an agency occupying State owned buildings. It outlines your responsibilities and answers many of your information needs and questions.

Building Access

Each facility's hours will be established by the facility manager based on the tenant operation requirements. Building hours are listed in the back with the building address. Monday through Friday (Holidays excepted), the doors will be unlocked during those hours only.

Employees will be issued ID badges, keys, cards, or pin numbers only upon written request of agency supervisor to Division of Facilities Management, Design and Construction. Each employee will sign and be responsible for all keys, key cards, or pin numbers issued to them. ID badges will be worn at all times while in state facilities.

In accordance with each building procedures, individuals who must work in the building at times other than the usual building hours must make prior arrangements with the Facility Manager's Office.

The tenant must see that all windows and doors are closed and securely locked and that all lights and other electrical apparatus not in use are turned off at the end of each day before leaving the building.



Use of State Property

All public requests for the use of State facilities and property must be in compliance with the State Code of Regulations, CSR 30-4.050 and CSR 35-1.050. Request must be submitted to the Facility Manager's Office.

Soliciting on State property is prohibited.

Conference rooms will be made available by advance reservation. Some conference rooms are typically not permitted to be reserved more than 30 days in advance.

All rooms will be scheduled on a first come, first serve basis. Agencies are responsible to ensure posted maximum occupancy limits are not exceeded.

Refreshments and meals are permitted in conference rooms during business meetings, as a part of a state business function. Notification is required, in advance, if refreshments will be served. Clean-up following refreshments or luncheons is the responsibility of the using agency.

The tenant may not use the occupied premises, or any part of it, for any purpose other than its intended use without the consent of Division of Facilities Management, Design and Construction.

The use of rooms for sleeping or apartments is prohibited, unless they were constructed for this intended purpose.

Facilities Management, Design and Construction and Security are to be notified in advance of public events. Security will be included in planning large events.



Unlawful Use of Weapons

In compliance with the State of Missouri Statutes 571.030., employees are not allowed to carry a firearm or any other weapon into any building owned or occupied by State government, except authorized law enforcement personnel. Authorized state personnel that routinely carry firearms should inform the Facility Manager's Office.



Locks & Keys

All locks and keys for building doors shall be installed and maintained exclusively by Facilities Management, Design and Construction. No additional locks or keys may be used or manufactured other than those issued by the Facility Manager's Office.



Smoking

State buildings are smoke free. No smoking is permitted in any Office of Administration building. Smoking is to be permitted only in officially designated areas outside of the building. We ask that smokers please use the ash urns provided.



Restricted Areas

Access to restricted areas such as floor panels, ceiling area, and the roof of the building shall be restricted to personnel specifically authorized by the Facility Manager's Office.

All "wheeled" carts used in the building are to have bumpers to protect building surfaces. Use freight elevator, if designated in the building.



Use of HVAC Systems

Employees may not, in any way, adjust or make modifications to thermostats, diffusers, dampers or any other part of the Heating, Ventilation, Air-Conditioning Systems. (HVAC systems)

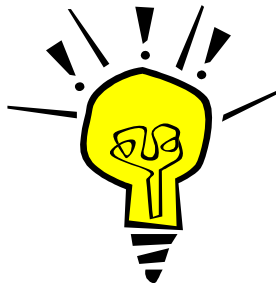
Remember that many factors affect your environment. Closing or opening blinds, leaving doors open or closed, even office configurations will have an effect. Our goal is to keep a temperature of 74 degrees in your office.



Energy Management

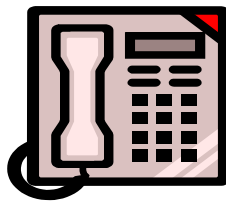
All office lights will be turned off when leaving for the day, unless controlled by Facilities Management, Design and Construction panels. Blinds and verticals in outside windows must be closed and lowered at the end of the day.

Please notify Facilities Management, Design and Construction of specific computers that need to stay on continuously. We recommend that these computers have an uninterrupted power supply (UPS). Personal computers, copiers and printers should be turned off at the end of each week.



Telecommunications Equipment

Any installation of electrical signaling, telegraphic, telephonic equipment, or other wire and/or equipment required by the tenant, must first be approved by the Facility Manager's Office. The coordination, installation, and cost is the responsibility of the Agency.



Obstructions to Free Access

The sidewalks, driveways, entrances, vestibules, corridors, elevators, stairways, and fire escapes of the building must not be obstructed by the tenants or used for any purpose other than ingress and egress. Section 26-2.3.2 of the National Fire Protection Association Code states the width of any corridor or egress passageway shall be a minimum of 44 in. (112 cm) in the clear.

No items shall be stored or stacked on fan coil units. Please do not place any objects in front of mechanical room doors. Life Safety codes require immediate access to these rooms and any delay to getting inside could cause significant damage to property or individuals.



Indoor Air Quality

Sterno cans, potpourri, heated potpourri pots, scented sprays, nail polish remover and burning candles are potential fire hazards; employees who are chemical sensitive and suffer with allergy problems are affected by these and other scents. These are not allowed in the building.



Appliances

There are to be no toasters, hot plates, or other cooking appliances. Microwave ovens, coffee makers and crock pots may be used if situated in an established food preparation area. No coffee makers or other appliances may be used in any individual work area. All inappropriate appliances will be confiscated.

Individual fans and portable electrical heating units WILL NOT be permitted, unless specifically authorized by the Facility Manager's Office.

Coffee and iced tea makers are to be maintained in a neat and orderly fashion, and are to be turned off when not in use. Do not leave microwave unattended while making popcorn. Burnt popcorn may trigger a false fire alarm.

Extension cords, three-way adapters, ground adapters and other electrical apparatus should only be used with prior authorization of the Facility Manager's Office.

Use of non-UL labeled equipment is prohibited in all buildings.

Food

Coffee grounds or tea leaves must be disposed of **ONLY** in trash containers - **NEVER** in lavatories, drinking fountains, toilets or disposals. No dishware, silverware, food containers, etc., shall be washed in lavatories.

Supplies for coffee, tea, and foodstuffs must be stored in sealed plastic or metal containers only, not open in desk drawers. Perishable foods such as fruit and vegetables shall not be kept at individual work areas. Trash from drinks and foods must be deposited in proper, identified containers.

Refrigerators may be required to be set upon plastic floor pad and must be maintained and cleaned. One refrigerator per agency is allowed, unless on multi-floor locations. Only frost-free refrigerators may be used.

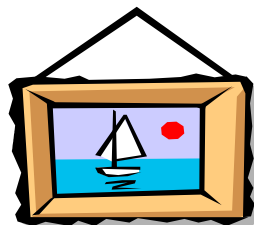


Posters - Pictures

Do not mark, paint, hang or affix anything to the walls or doors yourself. Contact your coordinator. Division of Facilities Management, Design and Construction personnel will hang pictures, etc., in the appropriate place and with appropriate hooks.

Bulletins, notices, posters, articles, pictures, etc., shall not be attached to walls, windows, curtains, woodwork, wallpaper, or furniture in any fashion, other than those approved by the Facility Manager's Office. Building occupants must utilize bulletin boards.

Posters and announcements are not to be placed in public areas without specific permission from Facilities Management, Design and Construction. Only information dealing with state activities will be permitted. Easels are available to post notices of authorized functions at main entrances.



Bicycles and Vehicles

No bicycles or vehicles of any kind may be brought into or stored in any building unless specifically permitted, such as law enforcement bicycles and mobility devices required for ADA.



Plants

Plants are allowed in the building. Plants must not be larger than three feet tall or two feet across. All plants must have watering trays. Plants not procured by Facilities Management, Design and Construction are to be maintained by the individuals responsible for bringing them on site.

No plants shall be set on window sills, fan coil units or any other building equipment. Hooks for hanging plants will be furnished and installed by Facilities Management, Design and Construction maintenance personnel. No hanging plants will be placed in cubicle or work station.

Fertilizer or plant food must be stored in sealed containers with Material Safety Data Sheet(s) (MSDS).



Animals

Fish aquariums are not permitted. No animals may be brought into or kept in any building, unless this use was program specifically permitted, or unless the animals are trained to assist ADA Special Needs persons and are there to perform such services.



Housekeeping

Keep clear all areas to be cleaned. The janitorial staff normally is instructed not to touch any computers, papers, files or records that are lying on desks, file cabinets or bookcases. Unnecessary items should not be stored on the floor. This makes it difficult for the housekeeping staff to clean your area.

Do not remove paper towels, toilet tissue and other janitorial supplies from restrooms or supply closets.

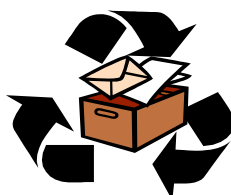
All boxes to be disposed must be labeled as "TRASH."



Recycling

Recycling shall only be done through programs established through the Facility Manager's office. Tenants shall not engage in recycling programs on their own.

In no case shall empty beverage cans be permitted to accumulate overnight in desks or other unauthorized storage areas. Storage of empty aluminum cans in your work area creates a habitat and food source for insects and pests.



Personal Items

State policy prohibits reimbursement or replacement of missing or damaged personal items. All personal items brought into the building are brought at their own risk. Personal items, such as toothpaste, toothbrushes, hair brushes, etc., are not to be stored in the restrooms. These items must be kept in the employees' desk or locker. Secure all personal items at all times. Lock all personal items away at the end of the day.

Contact security for "Lost and Found."



Holiday Decorations

There will be no decorations suspended from the ceiling system. For fire code reasons, no live Christmas trees or wreaths will be permitted.

All lights must be UL approved. If extension cords are used they must be UL approved. See section on Appliances for guidelines concerning extension cords. No flammable decorations may be used in the facility.

All electrical decorations must be unplugged at the end of the day.

You may not use any product (i.e., spray paint, flocking, etc.) which will adhere to glass walls, windows or other building surfaces.



Children

Parents/guardians should not leave their children unattended in the public areas of the facilities.

By their very nature, inquisitive children find their way into equipment rooms, onto roofs and into other maintenance areas that could be dangerous.



Trouble Calls

For trouble calls (hot/cold, cleaning, spills, safety, etc.), contact your Agency Facility Coordinator so that they may contact Division of Facilities Management, Design and Construction.

All other maintenance requests should be directed to your Agency Facility Coordinator.



Renovations

At times, renovations of office space become necessary. When this occurs, every effort will be made by the Division of Facilities Management, Design and Construction to assist you in accomplishing the needed renovations. When elective renovations are needed, it is the agency's responsibility to provide funding.

All requests for renovations, cubicle renovations, and services shall be directed to Division of Facilities Management, Design and Construction. In order to meet a tenant's needs expeditiously, sufficient lead time must be given. This will help to prevent unnecessary program delays and minimize inconvenience to you.

Division of Facilities Management, Design and Construction approval is necessary to do renovations. They will assist your agency in arranging for the work to be done. Funding is required prior to commencement of the job.

Contact your Agency Facility Coordinator for assistance if you need additional electrical outlets. Extension cords are a fire and tripping hazard, and are not approved unless specifically authorized by the Facility Manager's Office.

Agency personnel are specifically prohibited from performing construction or maintenance to Office of Administration operated facilities.



Emergency - Safety Plans

All emergency actions should be conducted in accordance with the Office of Administration, Health & Safety Handbook and Emergency Procedure Manual. The Health & Safety Handbook and Emergency Procedure Manuals are available through your Agency Facility Coordinator or the Facility Manager's Office.

Any other questions pertaining to building operations may be directed to the Office of Administration, Division of Facilities Management, Design and Construction, Office of the Facility Manager.



Hazardous Materials Storage

All hazardous materials will be stored in appropriate storage containers and properly marked.

Agency Facility Coordinator	
Emergency Safety Coordinator	
Assistant Emergency Safety Coordinator	
Police Department	911 Emergency
Fire Department	911 Emergency

Contact Name	Telephone Number
JC Building Operations and Acquired Facilities in JC 301 W. High Street, Room 740 P.O. Box 809 Jefferson City, Missouri 65102 Bldg Hrs. - Various per locations.	(573)751-2624 (573)522-2222 Capitol Police
Kansas City State Office Building 615 East 13th Street, Room 505 Kansas City, Missouri 64106 Bldg Hrs. - 6:00 a.m. - 5:30 a.m.	(816)889-2668 (816)889-2669 Security
St. Joseph State Office Building 525 Jules Street, Room 118 St. Joseph, Missouri 64501 Bldg Hrs. - 6:00 a.m. - 5:30 p.m.	(816)387-2270
Springfield State Office Complex 149 Park Central Square, Suite 822 Springfield, Missouri 65806 Bldg. Hrs. - 6:30 a.m. - 5:30 p.m.	(417)895-6304 (417)895-6307 Security
Wainwright State Office Building 111 North Seventh, Room 111 St. Louis, Missouri 63101 Bldg. Hrs. - 6:00 a.m. - 6:00 p.m.	(314)340-6804 (314)340-6806 Security
Midtown State Office Building 3545 Lindell Boulevard St. Louis, Missouri 63103	(314)340-6804
Prince Hall Family Support Center 4401 North Newstead Avenue St. Louis, Missouri 63115	(314)340-6804
Huebert Wheeler Building 5707 Wilson Avenue St. Louis, Missouri	(314)340-6804
Jennings State Office Building 8501 Lucas and Hunt St. Louis, Missouri 63136	(314)340-6804
North Service Center 4040 Seven Hills Drive St. Louis, Missouri 63033	(314)340-6804
South Service Center 7545 South Lindbergh St. Louis, Missouri 63125	(314)340-6804